

Come work at CDSS where . . .



People come First!

**Exciting Opportunity at the California
Department of Social Services....**

Office Technician (Typing)

Salary Range

\$2,686 - \$3,264

One (1) Permanent Full-time Position



EMPLOYMENT OPPORTUNITY

Are you looking for a position that will enable you to display your organizational skills? The Department of Social Services Welfare to Work Division, Employment Bureau has an opening for an Office Technician (OT) Typing (T). Under the general direction of the Bureau Chief, the OT (T) provides a wide range of clerical support to the Bureau Chief, unit managers and staff.

Activities include, but are not limited to:

- Track and Log Assignments
- Schedule meetings and maintain calendars on Microsoft Outlook
- Order Office Supplies
- Type, Format and Proofread Letters
- Route Mail
- Answer Phones
- Coordinate Attendance
- Provide Back-up to Branch Secretary

Apply with the Department of Social Services and network with friendly, self-motivated, and professional technical and clerical support staff. Join a communication networking team and develop skills and experience to achieve the next level.

The duty statement for this position follows this job opportunity announcement. If you have any questions, please contact Samantha Basquez at (916) 651-9055.

Who May Apply: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, persons who are reachable on a current employment list for this classification. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.

Final File Date: Until Filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: CDSS, Employment Bureau
744 P St. MS 8-8-33
Sacramento, CA 95814
Attn: Samantha Basquez

**WELFARE TO WORK DIVISION
EMPLOYMENT BUREAU**

**Office Technician (Typing)
Duty Statement**

Under the supervision of the Employment Bureau Chief (SSM III), the Office Technician (OT) Typing (T) provides clerical support for the Bureau.

A. Specific Job Assignment

The OT is responsible for a wide variety of administrative and secretarial duties that require a substantial degree of autonomy. These duties include:

- 30% Types technical and non-technical confidential and general materials such as correspondence, reports, memorandums, draft and final policy/regulatory materials and administrative communications; reviews, types and edits outgoing correspondence for grammar, accuracy, punctuation and format to ensure adherence to California Department of Social Services (CDSS) policies and procedures.
- 20% Provides secretarial support to the Employment Bureau Chief and the two Unit Supervisors (SSMs I) that includes scheduling meetings and making appointments and travel arrangements; transcribing oral and draft materials; and researching and organizing information for reports and special projects.
- 15% Acts as receptionist for the Employment Bureau; responds as appropriate to inquiries from the public, county welfare departments and staff from other CDSS bureaus and branches; receives and screens telephone calls and visitors; directs calls to appropriate staff.
- 10% Organizes, establishes and maintains an efficient system for Bureau files; maintains and updates state, federal, and CDSS policy and procedure manuals, All County Letters and All County Information Notices.
- 10% Performs a full range of secretarial duties; using discretion, monitors and organizes Bureau day-to-day schedules; exercises judgment in committing Bureau Manager's time and follows up on assignments initiated by CDSS administration and Division to ensure timely completion; coordinates timely distribution of important documents by establishing and monitoring internal tickler files.
- 5% Reviews and evaluates incoming written and verbal communications and routes accordingly; logs and tracks outgoing correspondence for the Bureau; photocopies materials as needed.

5% Provides back-up to the other clerical staff within the Bureau; on occasion, may provide backup for the Welfare to Work Division clerical support staff.

5% Maintains supplies and equipment for the Bureau; maintains attendance records for Bureau staff and other administrative functions as required.

B. Supervision Received

The OT is directly supervised by the Employment Bureau Chief (SSM III) but may receive assignments and direction from other managers in the Bureau.

C. Supervision Exercised

None

D. Administrative Responsibilities

None

E. Personal Contacts

The OT has daily contact with Bureau, Department, and county staff, as well as, with the public.

F. Actions and Consequences

Failure to employ good typing and communication skills can jeopardize the overall effectiveness of the Bureau.

G. Other Information

The OT must have good interpersonal communication skills and be able to work well under pressure.